

Town of



# AMHERST *Massachusetts*

Office of the Town Manager  
Town Hall  
4 Boltwood Avenue  
Amherst, MA 01002

John P. Musante, Town Manager  
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January 24, 2011

Jennifer Brown  
170 Iduna Lane  
Amherst, MA 01002

Dear Ms. Brown:

I am pleased to appoint you as a member of the Board of Health. This appointment will begin on January 24, 2011 and expire on June 30, 2013.

Enclosed is your Certificate of Appointment. Please bring both this letter and your certificate to the Town Clerk's Office at your earliest convenience so that you may be sworn in.

Please read the enclosed Town of Amherst Appointed Committee Handbook which contains important information about the Open Meeting Law, the Conflict of Interest Statute, and other matters with which you should be familiar. It is the responsibility of elected officers to see that meetings are posted with the Town Clerk at least 48 hours before the scheduled meeting and that minutes are taken and kept on file. (See pages 8 and 9 of the Committee Handbook for instructions regarding the posting of meetings and record-keeping.) A copy of the approved minutes must also be filed with the Select Board Office. In the interest of keeping official committee lists up-to-date and to facilitate filling vacancies promptly, resignations must be made in writing to the appointing authority and the chair of the committee.

Sincerely,

John P. Musante  
Town Manager

Enclosure

cc: Town Clerk  
Committee Chair  
Staff Liaison  
Certificate File  
Committee File